



2009-2010 Artists in Residency Grant Application FOR RESIDENCY SPONSORS

- ◆ Please consult the Virginia Commission for the Arts *2008-2010 Guidelines for Funding* for eligibility and detailed information about the Artists in Residency Program.
- ◆ Please consult the Virginia Commission for the Arts' Artists Residency Handbook for guidance on how to plan a successful Artist Residency (available at www.arts.virginia.gov).
- ◆ For any questions, contact Tatjana F. Beylotte, Arts in Education Coordinator at 804/225-3132 or by emailing tatjana.beylotte@arts.virginia.gov.
- ◆ For a copy of the *2008-2010 Guidelines for Funding* and application form, please visit www.arts.virginia.gov or call us at 804/225-3132.

Description:

This program supports residencies of professional artists of various arts disciplines directed toward PK-12 students and their teachers. Residencies must be a minimum of three days in length and designed to reinforce the scope and sequence of curriculum-based arts instruction taught by arts specialists and provided by the school/school division. It is our goal to provide support for school/artist collaborations that foster increased quality arts experiences for children in Virginia schools. For more detailed information including artist selection, please visit www.arts.virginia.gov.

Eligibility:

Virginia PK-12 schools (public & private) and school divisions. Tax-exempt arts, service, and civic organizations may apply in partnership with PK-12 schools.

Application Deadline:

Applications must be received by the Commission **on or before 5:00 p.m., April 1, 2009 (this is not a postmark date)**. The Commission does not accept applications via fax or email. Please mail application to:

Virginia Commission for the Arts, 223 Governor Street, Lewis House, Second Floor, Richmond, VA 23219.

Application Checklist:

- The applicant has read the Commission's *2008-2010 Guidelines for Funding*, the current *Arts Education Handbook*, and the current *Artist Roster*.
- 10 copies of the application and all requested attachments, have been completed, signed, collated properly (do not bind the applications).
- 1 original signed Grant Conditions Agreement is attached to the top copy of the application.
- The National Standard for Information Exchange form has been filled out and is attached to the top copy of the application.
- The applicant's federal tax identification number has been provided on page 1 of the application form.
- A current, professional resume for the artist and a work sample (if artist is not on the Commission's Artist Roster) are attached to the original and to each photocopy of the application.
- A current, professional resume for each participating school's on-site local coordinator is attached to the original and to each photocopy of the application.
- All non-school applicants (such as non-profit organizations) must include a copy of the federal tax exemption letter.

2009-2010 ARTISTS IN RESIDENCY GRANT APPLICATION

For Residency Sponsors

10 copies of the signed, and collated application & all attachments must be received by the Commission no later than 5:00 p.m., April 1, 2008. Please read the *Guidelines for Funding, 2008-2010*, and the current *Arts Education Handbook* before completing an application.

COMMISSION USE ONLY: Client # _____ Grant I.D. # 09 _____

1. APPLICANT ADDRESS:

2. TELEPHONE # (including area code)

3. E-MAIL ADDRESS:

4. TOTAL RESIDENCY EXPENSES (CASH ONLY): \$

5. AMOUNT REQUESTED FROM COMMISSION: \$

6. COUNTY or CITY SCHOOL DIVISION:

7. FEDERAL TAX I.D.

NOTE: Applications will not be processed if the correct 9-digit number is not provided. Contact the school division's business or finance office for assistance. Payments to public schools may be made via electronic transfer.

FIRST-TIME ARTISTS IN EDUCATION RESIDENCY APPLICANT?: ☐ YES ☐ NO

The total cash expenses indicated in #4 must equal the total cash expenses indicated in #16. First-time Artist Residency sponsor applicants may request up to two-thirds of the total eligible cash expenses. The amount requested from the Virginia Commission (#5) must equal the amount requested on line (g), #16.

8. ARTS DISCIPLINE(S) OF RESIDENCY:

☐ Architecture ☐ Crafts ☐ Dance/Movement ☐ Film/Video ☐ Folk Arts ☐ Music ☐ Poetry/Fiction ☐ Theatre ☐ Visual Art ☐ Multi-Discipline (check applicable disciplines)

9. GRADE LEVEL(S)/LENGTH OF RESIDENCY PROGRAM (provide information as requested in space below. Each of the required components must take place at each participating school site.)

Name of School:

Name of School:

Name of School:

A) Grade level(s)

B) Hours per day for **artist's work with students**

_____ (per day) _____ (per day) _____ (per day)

C) Hours per day for **artist's personal work**

(only required if residency is longer than 10 days)

_____ (per day) _____ (per day) _____ (per day)

D) Total hours per day at school for **all residency activities**

_____ (per day) _____ (per day) _____ (per day)

E) Total number of **days at each school**

_____ (days) _____ (days) _____ (days)

10. CERTIFICATION OF ASSURANCES:

The undersigned certifies that the information in the application and its attachments is true and correct. The filing of this application has been duly authorized by the governing body of the applicant school or organization. In case of partnerships, the lead applicant entity that will receive funds if awarded, should sign on the first line. The authorizing official of the other partner should sign on the second line. The applicant agrees to comply with all of the terms included in the Virginia Commission for the Arts Grant Conditions Agreement for 2008-2009. If the applicant cannot comply for any reason the applicant school or organization must contact the Commission immediately. The undersigned further certifies that he/she has read the Commission's *Guidelines for Funding 2008-2010* and the current Artists in Residency Handbook, has signed and attached the Grant Conditions Agreement, and has provided the applicant's correct Federal Tax Identification Number as required by the Commonwealth of Virginia.

Signature of Lead Applicant

Print Name, Title and Date

Signature of Authorizing Official of Partner

Print Name, Title and Date

() The school division's business office has been notified about this request for matching funds.

11. NAME & ARTISTIC DISCIPLINE OF ARTIST WITH WHOM THE APPLICANT HAS DEVELOPED THIS RESIDENCY PROGRAM:

Indicate if the artist is from the Commission's Artist Roster: ☐ Yes ☐ No

If artist is not on the Commission's Artist Roster, please submit a current work sample from the artist in the proposed discipline

Name of Artist:

Artistic Discipline:

☐ An up-to-date résumé for artist listed above must be included with the application. If artist is not on the Artist Roster, please also submit work sample from the artist.

12. IF APPLICABLE, LIST THE APPLICANT'S PREVIOUS VIRGINIA COMMISSION-FUNDED ARTIST IN RESIDENCY PROGRAMS AND GRANT AWARD AMOUNT(S) (list the residencies chronologically and provide the information requested below):

Artist & Discipline(s)	Academic Year & Residency Date(s), & Location	Grant Amount

IF YOU HAVE SELECTED THE SAME ARTIST USED PREVIOUSLY, DESCRIBE YOUR RATIONALE:

13. NAME OF *EACH* SCHOOL & ON-SITE RESIDENCY COORDINATOR (all participating schools must select an on-site residency coordinator):

School Name	On-Site Residency Coordinator

☐ An up-to-date résumé for each on-site residency coordinator listed must be included with the application.

14. DESCRIBE THE CURRICULUM-BASED, SEQUENTIALLY-ORGANIZED ARTS INSTRUCTION CURRENTLY PROVIDED BY CERTIFIED/ENDORSED ARTS SPECIALIST/S IN THE SCHOOL/SCHOOL DIVISION (this does not include artist residencies, grants to teachers, touring artists, field trips, etc.):

14a. WHICH ARTS DISCIPLINE(S) IS (ARE) TAUGHT BY AN ARTS SPECIALIST AS PART OF THE SCHOOL/SCHOOL DIVISION'S CURRICULUM? (check all that apply)

☐ Visual Art ☐ Music ☐ Dance/Movement ☐ Theatre/Drama ☐ Poetry/Fiction ☐ Other (specify)

14b. IS THE ARTS INSTRUCTION DELIVERED BY CERTIFIED/ENDORSED ARTS SPECIALISTS/TEACHERS? ☐ YES ☐ NO

14c. INDICATE GRADE LEVELS AND NUMBER OF HOURS PER WEEK OF INSTRUCTION FOR EACH DISCIPLINE:

Grade Level(s) _____	-Visual Art	How many hours per week? _____	-Visual Art
Grade Level(s) _____	- Music	How many hours per week? _____	-Music
Grade Level(s) _____	-Dance/Movement	How many hours per week? _____	-Dance/Movement
Grade Level(s) _____	-Theatre/Drama	How many hours per week? _____	-Theatre/Drama
Grade Level(s) _____	-Poetry/Fiction	How many hours per week? _____	-Poetry/Fiction
Grade Level(s) _____	-Other (specify)	How many hours per week? _____	-Other (specify)

COMMENTS:

15. RESIDENCY PARTICIPANTS (estimate the number of active residency participants in each category listed below):

- a) Total Number of Core Group Workshop Participants (same group of students who work with the artist each day of the residency) _____
- b) Total Number of General Workshop Participants (larger student groups) _____
- c) Total Number of Teacher Workshop Participants _____
- d) Total Assembly/Exhibition/Reading Attendance (public activity) _____

Residency Events/Activities (estimated):

of Exhibitions _____
 # of Performances _____
 # of Other _____

TOTAL # OF ESTIMATED RESIDENCY PARTICIPANTS (a+b+c+d) _____

Breakdown of Student Participants (students may be included in more than one category):

_____ # PK Students	_____ # Minority Student Participants
_____ # Elementary Students	_____ # Special Education Student Participants
_____ # Middle School Students	_____ # Talented & Gifted (TAG) Student Participants
_____ # High School Students	_____ # Vo-Tech Student Participant

16. ESTIMATED CASH INCOME (REVENUE) FOR RESIDENCY PROGRAM:

a) School and/or School Division	\$ _____	
b) PTA/PTO/Other Parent Group	\$ _____	
c) Local Arts Agency or Arts Organization	\$ _____	
d) Community Service Organization(s)	\$ _____	
e) Foundation(s)	\$ _____	
f) Other (specify) _____	\$ _____	
g) Virginia Commission for the Arts (Artist Residency)	\$ _____	(pending approval)
TOTAL CASH INCOME	\$ _____	(a+b+c+d+e+f+g)

NOTE: Funds from other Virginia Commission for the Arts programs may not be used to match any portion of the residency income.

17. ESTIMATED CASH EXPENSES FOR ARTIST RESIDENCY PROGRAM:

a) Total salary (fee) for residency artist	\$ _____	(\$ _____/day X _____ days X _____ schools)
b) Total travel for the Artist(s)	\$ _____	(\$ _____/mile X _____ miles)
c) Materials/supplies for artist and workshop participants	\$ _____	
d) Artist honorarium for 1 on-site pre-residency planning day	\$ _____	
e) Residency documentation (slides, video/audio tapes, etc.)	\$ _____	
TOTAL CASH EXPENSES (must equal # 16 total)	\$ _____	(a+b+c+d+e)

NOTE: Eligible expenses include only the items above. An itemized list of supplies must be included with the application.

18. DESCRIBE WHAT STEPS YOU WOULD TAKE IF PARTIAL FUNDING IS AWARDED BY THE COMMISSION (If partial funds are awarded, would you proceed with the residency as described in this proposal? If not, how would you alter the residency program? Be specific describing your contingency plans):

19. RESIDENCY DESCRIPTION: Residencies must include all required components at each participating school (see Guidelines): Core group workshops, general workshops, teacher workshop, and on-site studio time for the artist (*only required if residency is 10 days or longer*). A public activity is optional. On no more than 3 pages (12 point font), answer each question (A-K) below. Make sure to label each answer clearly (for example: A. Planning Process):

- A. **Planning process:** Describe the needs assessment (why do you want to conduct the residency), artist selection, and who is on the planning team
- B. **Residency goals:** Describe specific goals of the residency
- C. **Participants:** Describe rationale and selection process of student participants and grade level
- D. **Required residency components:** Describe content/focus of each component including core group, teacher workshop, general workshop, and on-site studio time if residency is longer than 10 days)
- E. **Learning objectives in the arts:** Describe the arts SOL's that each component of the residency will reinforce
- F. **Schedule:** Describe the schedule of each component of the residency (what happens each day of the residency)
- G. **Residency preparation:** Describe how the core group of students will be prepared for the residency.
- H. **Facilities:** Describe where the residency will take place and if the residency is longer than 10 days, the artist's on-site studio
- I. **Student assessment:** Describe how (tools, methods, outcomes) student learning and growth will be assessed. See Artists Residency Handbook for suggestions.
- J. **Residency evaluation:** Describe how you plan to evaluate if the goals of the residency were achieved
- K. **Supplies:** Attach a specific list and cost of supplies needed for the residency

Virginia Commission for the Arts Grant Conditions Agreement

Artist Residency Program: 2009-2010

Attach a signed Agreement to the original Artists in Residency Program Sponsor application.

A. Not-for-profit, tax exempt status:

Virginia Commission for the Arts grantees are required to be not-for-profit and exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

B. Matching funds (see the Commission's *Guidelines for Funding, 2008-2010*):

Virginia Commission for the Arts funds are limited to -

up to 2/3 of the total cash cost of the eligible expenses for the Artist Residency for first-time applicants

up to 50% of the total cash cost of the eligible expenses for the Artist Residency for all other applicants

NOTE: Funds from other Commission grant award programs may not be used to match any portion of Artist Residency Program income. Refer to the *Guidelines for Funding, 2008-2010* for the list of eligible expenses.

C. Lobbying:

No part of a Virginia Commission for the Arts grant award shall be used for any activity intended or designed to influence a member of Congress or the Virginia General Assembly to favor or oppose legislation.

D. Financial Requirements:

Each grantee school/school system/organization will:

- provide accurate, current and complete financial records for each grant award
- maintain records which identify the source and application of funds for all grant-supported activities
- maintain accounting records which are supported by source documentation
- maintain effective control over and accountability for all funds, property, and other assets thus ensuring their use for authorized purposes only
- maintain procedures for timely disbursement of funds
- maintain procedures for determining allowable expenditures in compliance with Artists in Education Residency guidelines
- provide the Virginia Commission for the Arts, or its authorized representative, access to all grant-related financial records
- retain financial records for three years following the submission of the residency program final report or until any audit findings involving the records have been resolved, whichever is the longer period

E. Application as Contract:

The grantee will expend the funds only for the purposes described in the application. The grantee must request approval in writing for any changes in budget, residency program description, artist(s), local on-site coordinator (s), etc., before implementing the change(s). Only eligible artists may participate. Non-compliance with these policies, or any other policy of the Commission, can result in the loss of funding.

F. Civil Rights:

Each grantee shall comply with these Federal statutes and regulations:

Title VI, Section 601, of the Civil Rights Act of 1964, provides that no person, on the ground of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title IX, Section 1681 of the Education Amendments of 1972 provides that, with certain exceptions, no person, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against handicapped persons on the basis of physical or mental handicaps in Federally assisted programs.

Compliance includes the following:

- notify employees of the school/organization and participants in and beneficiaries of the school or organization's program that it does not discriminate on the basis of handicap
- operate programs and activities accessible to and usable by handicapped persons
- maintain on file, and make available for public inspection, a self-evaluation plan developed with the assistance of handicapped persons, or organizations representing handicapped persons containing:
 1. policies and practices for making programs accessible
 2. plans for making any structural modifications to facilities necessary for accessibility
 3. a list of the handicapped persons or organizations consultants
 4. the signature of the person responsible for the school or organization's compliance efforts

Reporting Requirements:

- Each grantee school/organization will submit to the Virginia Commission for the Arts, within 30 days of the completions of all residency activities and before June 15, 2008, a complete final report (including financial information) and evaluation form. Blank forms are distributed with each award letter. The residency program description and financial reports include:
 1. the actual budgeted amount(s) for all eligible expenses associated with each Artist Residency Program and grant award, prepared from the grantee's accounting records, all sources and amounts of income (including the total Commission grant award)
 2. the actual participant/attendance statistics for each residency by the categories listed on the report (provided in numbers not percentages)
 3. artist participation by the categories listed (provided in numbers not percentages)
 4. summary of all residency components, results, student progress, etc., in narrative form
 5. the sponsor's evaluation form
 6. each artist's evaluation form

NOTE: 15% of each grant award will be withheld pending Virginia Commission for the Arts receipt and approval of each final report and evaluation form. Final reports received after June 15, 2010 will not be processed. Final reports will be considered incomplete if all evaluation forms, statistics, financial information, and a summary of residency components and activities are not included.

Acknowledgment:

All published material and announcements regarding the Commission-funded residency or activity, must include an acknowledgment that **the residency/activity is funded, in part, by a grant from the Virginia Commission for the Arts.**

Assurances:

Each application and final report must be signed by an individual duly authorized by the school or governing body of the organization to act upon its behalf. The signature of that individual indicates compliance with all of the grant conditions summaries above and all of the activities and information described and outlined in the application.

The undersigned certifies to the best of his/her knowledge that the information in this application is true and correct, the filing of this application has been duly authorized by the school or governing body of the organization, and the applicant agrees to comply with all grant conditions stated above and all policies and procedures of the Virginia Commission for the Arts.

_____ Signature of Lead Applicant Authorizing Official	_____ Print Name, Title and Date
_____ Signature of Authorizing Official of Partner	_____ Print Name, Title and Date
_____ Name of Applicant School and/or Name of Applicant Organization	

NOTE: Applicants must provide the Virginia Commission with the applicant school (division) or applicant organization Federal Employer Identification Number. Applications will not be processed if this 9-digit number is not provided. Contact your school division central office for assistance. Payments to public schools may be made via electronic transfer. If so, all grant payments may be sent to the school division central office.

NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE***Racial/Ethnicity Data Collection Form*****Individual Applicants:**

Individuals should circle **any combination** of the characteristics listed below that apply:

A: Asian
B: Black/African American
H: Hispanic/Latino
N: American Indian/Alaskan Native
P: Native Hawaiian/Pacific Islander
W: White

Organizational/Institutional Applicants

(e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

A: 50% or more Asian
B: 50% or more Black/African American
H: 50% or more Hispanic/Latino
N: 50% or more American Indian/Alaskan Native
P: 50% or more Native Hawaiian/Pacific Islander
W: 50% or more White
99: No single group listed above represents 50% or more of staff or board or membership

For Both Individual & Organizational Applicants:

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

A: Asian individuals
B: Black/African American individuals
H: Hispanic/Latino individuals
N: American Indian/Alaskan Native individuals
P: Native Hawaiian/Pacific Islander individuals
W: White individuals
99: No single group

NOTE: Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

and/or

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.